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ABSTRACT

This manual is designed to acquaint individuals with basic principles of personal health, grooming, and personality development. Addressed in the individual chapters of the guide are the following topics: self-evaluation and completion of a personal inventory; proper diet and principles of maintaining a sound body; relaxation techniques; key words for survival; self-projection (grooming and health habits, ways of dressing, manner of speaking, speech recommendations, and the role of personal actions and deeds in self-projection); formulas for living; situations to avoid; and quotes to remember. A summary and evaluation form conclude the guide. Supplementary sections to the manual include information on vitamins, correct weights for proper health, proper introductions, common etiquette, and speech patterns to avoid. (MN)

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# PERSONALITY PLUS

## (Your Guide To Better Health and Personal Development)

Hector de la Concha
B.A./M.S.

U.S. DEPARTMENT OF EDUCATION
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## INTRODUCTION

Are you dissatisfied with your lot in life?

Do you long for a better job?

Are you anxious to make more money and have financial security?

Are you bored with your daily living routine?

Do you long for fulfillment in love and marriage?

Do you desire a wide circle of friends and a better social life?

Are you anxious to develop creative talents?

If your answer is YES to any of these questions, then this manual is for you.

For if you can understand that the development of a sound and positive personality plays an important role in the process of shaping and reinforcing an individual's life, then all of the aforementioned desires can become realized by you.

--- But exactly what is meant by personality? ---

The feelings about the world and the image of one's self is what we call personality. It refers to the characteristic patterns of behavior and ways of thinking that determine a person's adjustment to his environment. As such, a well adjusted person -- one with a good personality -- must generally feel that his own needs and desires are compatible with the constraints of society, in order to develop a true sense of identity. This is what is meant by self-image.

It must be remembered that personality development is an ongoing process and continues throughout one's life. It can be viewed in terms of different stages which need to be constantly altered and redefined.

Hector de la Concha

## CHAPTER I

## FIRST THINGS FIRST

Have you ever asked yourself the question, Who am I? Many of us have at one time or another. However, it is very seldom that one can come up with an honest or accurate answer. If there could be a simple and standard answer to this question, then we would surely see less incidents of aggression, scandal, misunderstandings, waste, ignorance, and needless confrontation as exist in the world today. But, as we all know this is not the case. This is not the reality.

In our very own society we are experiencing the greatest dependence on psychologists, psychiatrists, tranquilizers, sleeping pills, and a whole host of other very plastic and artificial handles which we have been conditioned to grab at when things tend to go wrong and when our feelings seem to stray. There has to be an answer to this problem. The solution lies within each one of us and in how we conceptualize our very being. To sum it up, what we are talking about is self-image. This is, without a shadow of doubt, the principal ingredient needed to develop a winning personality. Just stop and think, how many times have you heard of someone referred to as having a great personality? This is all based upon what is called inner-consciousness, and without our being aware of ourselves we can never hope to attain our maximum potential or personality.

Before proceeding any further, take time out and write a short paragraph about yourself on the following lines:

_____

_____

Here is a sample paragraph which was written by the author.

I am a person who enjoys conversing with others. I value friendship highly. I like to help others to help themselves. I am honest, I am a romantic at heart, I am easy going, and love to go places and do things.

Look at what you have written. Read it carefully. It will give you an indication about how you are seen by others.

Please take the time to fill out the Personal Inventory Profile, which begins on the following page.

## PERSONAL INVENTORY

1. Do you consider yourself to be a happy individual?
   a) Yes _____
   b) No _____

2. Do most persons find it easy to get along with you?
   a) Yes _____
   b) No _____

3. Is your family generally glad to have you around the house?
   a) Yes _____
   b) No _____

4. Do you have any sexual hangups?
   a) Yes _____
   b) No _____

5. Do members of the opposite sex usually enjoy your company and find you to be interesting?
   a) Yes _____
   b) No _____

6. Do people often ask you for favors?
   a) Yes _____
   b) No _____

7. Do friends and relatives listen to your advice?
   a) Yes _____
   b) No _____

8. Are you often invited to visit or to go out with friends?
   a) Yes _____
   b) No _____

9. Is it easy to get you annoyed and frustrated?
   a) Yes _____
   b) No _____

10. Are you nervous most of the time?
    a) Yes _____
    b) No _____

11. Does your job or school work tend to make you tense and irritable at the end of the day?
    a) Yes _____
    b) No _____

12. Do you enjoy meeting people and making new friends?
    a) Yes _____
    b) No _____

13. Do you like helping other persons resolve their problems?
    a) Yes _____
    b) No _____

14. Do you feel that you are honest most of the time?
    a) Yes _____
    b) No _____

15. Can you say that you are quite confident in most of the things that you do?
    a) Yes _____
    b) No _____

16. Are you full of ambition and drive?
    a) Yes _____
    b) No _____

17. Are you easily disappointed?
    a) Yes _____
    b) No _____

18. Do you get hostile on occasion when you don't get your way?
    a) Yes _____
    b) No _____

19. Do you respect the rights and opinions of others?
    a) Yes _____
    b) No _____

20. Are you a little bit too self-indulging and selfish at times?
    a) Yes _____
    b) No _____

21. Are you creative and talented?
    a) Yes _____
    b) No _____

22. Do you tend to think ahead and make plans for the future?
    a) Yes _____
    b) No _____

23. Is it easy for you to relax?
    a) Yes _____
    b) No _____

24. Are you a person who is set in your ways?
    a) Yes _____
    b) No _____

25. Are you happy with yourself and how others feel about you?
    a) Yes _____
    b) No _____

## EVALUATION

These are the answers for each question which will give you your total score. Give yourself 4 points for each correct response.

| | | | | |
|---|---|---|---|---|
| 1. a | 6. a | 11. b | 16. a | 21. a |
| 2. a | 7. a | 12. a | 17. b | 22. a |
| 3. a | 8. a | 13. a | 18. b | 23. a |
| 4. b | 9. b | 14. a | 19. a | 24. b |
| 5. a | 10. b | 15. a | 20. b | 25. a |

Total Score _____

A score of 80-100.....Well adjusted, reflecting a positive personality.

52-76.....With a little help you'll make it to the top.

24-48.....Insecurity and lack of confidence is holding you back.

0-20.....Something's wrong. Do yourself a favor and follow the ideas in this text to the letter.

Allow yourself enough time to finish this manual and to become thoroughly familiar with the practices and advice contained herein. Then, take the Personal Inventory Profile once again and see if you can notice the positive differences which you will make.

## CHAPTER II

## MAINTAINING A SOUND BODY

Without good health most persons cannot project their personality at its best. Many doctors, psychologists, and counselors will tell you this. It doesn't mean that we should all become so called "health nuts" over night and begin to eat bean sprouts, step up our intake of vitamins, exercise mercilessly, and otherwise drastically change our lifestyles.

However, we should be aware of the fact that what we eat and what we do to, or with our bodies, determines what we are. We should all begin to view the body as being a highly sophisticated piece of machinery. So sophisticated, that science hasn't learned all that there is to it yet. Who knows? The day may come when we will.

What do we propose you do about maintaining good health?

It's all in these seven basic steps.

1. Follow a proper diet and watch your weigth on at least a weekly basis. Avoid excesses of sugar, starch, fats, oils, and grease.
2. Exercise regularly. This will help you maintain good muscle tone and will prevent the accumulation of any unsightly flab. Remember, regularly!
3. Drink plenty of water daily. Most persons neglect to do this. It can help one's circulation, it helps to cleanse the system, and it even helps fight acne. The recommended intake is from 6 to 8 glasses.

4. Get proper rest. Sleep is very important to our health and without it we can't perform our best whether it be at work or play.
5. Take vitamins and find out which ones will best suit your needs. More and more persons are beginning to find out about the importance of vitamins nowadays.
6. Remember that smoking, too much caffeine, and the misuse of drugs can wreak havoc on our systems. It's a shame but most of us indulge in at least one if not all three of these health menaces.
7. See your doctor for regular checkups. In fact, it is recommended that we undergo a complete physical at least once every 2 or 3 years.

## PROPER DIET

Here is a diet which we are told was designed by the Mayo Clinic. Many of the nutritionists and doctors there agreed with this diet for maintaining good health and providing proper body nourishment.

It is a well balanced low-calorie diet (1400 calories), which is basically protein (75 grams), fat (70 grams), and carbohydrates (120 grams).

Here is a sample menu. You can substitute your own favorite foods each day. However, please adhere to the quantities which are outlined for your use.

BREAKFAST:
Fruit (one serving only)
One egg
One slice toast, one tsp. fat
Beverage (one cup)

NOON MEAL:
3 ounces of meat
Vegetable
Salad
One Slice of bread, one tsp. fat
Fruit
One cup of skim milk or buttermilk

EVENING MEAL:
3 ounces of meat
One serving of potato
Vegetable
Salad
One slice of bread, one tsp. of fat
Fruit
One cup of skim milk or buttermilk

Additional Recommendations

1. Eggs should be poached or boiled.
2. Coffee or tea should be plain, with no sugar.
3. Take one multiple vitamin in the morning.
4. Avoid using any oils on salads.
5. Avoid fatty meats. Bake or broil any meat included in your diet.
6. Do not make any deletions to, or change the recommended quantities of food as stated in your diet.

## CHAPTER III

## LEARNING TO RELAX

Relax! Relax! Although this may sound easy to do, it is a sad truth and quite a reality that many persons in our society seem to have lost the ability to do so. This is due to many different factors which can be either physical or emotional in nature.

The physical is usually related to problems arising from bodily disorders. The state of one's nerves plays a vital role within the category of physical factors. The exercises presented in this manual will prepare you for dealing with your nerves and anxiety.

As far as emotional factors are concerned, these are strictly mental and too often are neglected even by competent physicians when trying to help an individual overcome the period of tension and stress which he may be experiencing.

Of course, relaxation is nothing new to us all, however, there are those moments in our lives when we can try and try to do so, but to no avail. Tension is the main culprit, and in order to deal with this troublesome foe we have to learn how to prepare ourselves in an adequate manner.

Read the following exercise carefully and then practice it as soon as you can. You will immediately see that it works and the benefits derived will be more than rewarding.

Exercise

Find a quiet and comfortable place where you can lie down and relax. Close your eyes and say to yourself the following:

I can feel the bottoms of my feet without touching them. I can feel the toes of both feet without touching them. I can feel my ankles without touching them. I am beginning to feel relaxed. I am beginning to loose all tensions. I can feel my calves without touching them. I can feel my knees without touching them. I can feel my right knee without touching it. I can feel my left knee without touching it. I am beginning to relax. I can feel the back of my knees without touching them. I can feel my thighs without touching them. I can feel my inner thighs without touching them. I can feel my hips without touching them. I can feel my waist without touching it. I can feel my stomach without touching it. I can feel my chest without touching it. I can feel the left side of my chest without touching it. I am feeling relaxed. I am feeling more relaxed than ever before. I can feel my shoulders without touching them. I can feel my right shoulder without touching it. I can feel my left shoulder without touching it. I can feel my fingers without touching them. I can feel my wrists without touching them. I can feel my arms without touching them. I can feel my neck without touching it. I feel my entire mind beginning to feel at ease. I really and truly feel relaxed. I feel like I am going to sleep. I am going to remain here for awhile and relax. I owe these few moments to myself. I am going to concentrate only on relaxing and on nothing else.

Exercise

Sit in a comfortable chair in a quiet room. Close your eyes and then listen to any sounds around you. Try to identify them to yourself. Next, keeping your eyes closed, try to eliminate all of these sounds from entering your mind. What you are doing is listening for silence. Tell yourself that you are going to relax.

When you feel that you have just about blocked out all of the sounds in the room which could distract you, begin to concentrate on seeing yourself in another place. Tell yourself that you are beginning to relax.

Choose seeing yourself in a place where you would feel greatly relaxed and happy. This could be basking in the sun at a nice warm beach. It could be seeing yourself rolling around on a lush green lawn. It could even be seeing yourself reliving some past experience which you can remember having made you feel extremely happy and great to be alive. Tell yourself to relax.

--- Here is an example of what is meant. ---

"I am going to sit here and try to relax. It will help me to do away with the tension and stress which I am feeling right now. I am listening intently and I can hear certain sounds. I can't see anything because my eyes are closed. I feel that I must relax. I can hear the clock on the shelf ticking. I can hear something brushing against something else. It could be the wind moving the drapes. I can hear a car driving by the house. I can hear a buzzing sound. It is probably something electrical which is doing this. I know that if I try, I can eliminate all of these sounds. This room can become as quiet for me as I want it to be. I am relaxed and I know that I have the will power to do so. The sounds are going away and growing fainter by the minute. I am beginning to relax. Even though they are closed, my eyes are getting heavy. A good feeling is moving throughout my body. I am beginning to see some colored lights as I continue to keep my eyes closed. The lights seem to be getting brighter and I am beginning to see myself on a quiet and very clean beach.

I feel warm all over and I see myself lying down on a blanket. I am face down and the warmth of the sand is going through the blanket and it is warming my chest. I feel good all over. I feel completely relaxed. I am glad that I am here. It feels good to be alive and I am going deeper and deeper into a restful sleep. I feel relaxed, relaxed, relaxed. I will stay here for awhile and enjoy this great feeling. I am still feeling warm and comfortable all over."

Exercise

Neck stretching exercises to relieve tension.

1. Sit comfortably with your spine erect. Close your eyes and gently move your neck from side to side. Do this for about 10 seconds.
2. Roll your head around toward your right shoulder. Do this at least 10 times. Hold for 5 seconds.
3. Roll your head around toward your left shoulder. Do this at least 10 times. Hold for 5 seconds.
4. Bend your head way back and then bend it slightly forward. Do this at least 6 times. Hold for 5 seconds.
5. Bend your head way forward and then bend it slightly back. Do this at least 6 times. Hold for 5 seconds.
6. Open your eyes and shake your head from side to side. At about this time you should begin to feel relaxed.

As you can see there are several really good exercises which can definitely help you to relax. In fact exercises of this kind are endless. You can even develop some of your own.

In essence, if you're relaxed, then other persons around you will tend to be the same. Haven't you ever seen an excited individual rush into a quiet room and begin to make everyone else noisy, excited, and otherwise unmanageable? This often leads to letting things get out of hand and it can never result in more than being just another unproductive exercise in wasted time and effort. So learn to relax! Relax! Relax! Do it now!

## CHAPTER IV

## KEY WORDS FOR SURVIVAL

For better peace of mind and harmony in living, these words should become a basic part of your vocabulary and of the way in which you conduct yourself on a day to day basis. Study them, learn them, know what they really mean!

Acceptance - The act of accepting. Respect others and their opinions as well. Try not to be self-centered.

Calm - A state of freedom from turmoil or agitation. Never let yourself lose control of your emotions or actions.

Change - To make or become different. To alter. Be flexible. Don't be afraid to change your ideas, opinions, or way of being.

Compassion - Sympathetic feeling. Always put yourself in the others place and treat them as you would like to be treated.

Compromise - A settlement of differences reached by mutual concessions. Remember, it doesn't hurt to see someone else halfway.

Concern - To relate to. Show concern for others. It's always good to lend a helping hand.

Confidence - A state of trust or intimacy. Self-assurance. The key here is to believe in yourself and in your abilities. At times we can be our own worse critics.

Converse - To engage in conversation. Don't be afraid to talk. Speak what's on your mind. By doing so you'll learn quite a bit.

Diligence - Steady, earnest, energetic application and effort. Whatever you do, do it well. Always strive for the best.

Knowledge - Understanding gained by actual experience. Clear perception of truth. It's always in one's favor to learn and to improve upon his or her skills.

Love - To feel a certain passion, devotion, or tenderness for. This key word for survival is truly what makes life worth living.

Moderation - To lessen the intensity of, such as one's temper, drinking habits, self-indulgence, etc. Learn to control your body's demands.

Objectivity - Treating or dealing with facts without distortion by personal feeling or prejudices. Treat all persons in an equal and fair manner.

Patience - The capacity, habit, or fact of being patient. It doesn't hurt to wait.

Perseverence - To persist in spite of difficulties. Nobody likes a quitter.

Power - The ability to act or produce an effect. Don't let yourself become a patsy for others, but then again don't be abusive either.

Pride - Inordinate self-regard. A proper feeling of esteem for one's own qualities or achievements. Be proud of yourself and of your record, but don't overdo it.

Restraint - To prevent from doing something. To limit, restrict, or keep under control. Practice this well. Try to avoid doing things on impulse.

Success - Satisfactory completion of something. Finish what you begin!

Sympathy - A relationship between persons or things, wherein whatever affects one similarly affects the others. The ability of entering into and sharing the feelings or interests of another. Treat everyone well.

Understanding - The knowledge and ability to apply judgement. Be considerate and really listen to what others have to say.

Will Power - The ability to exert a certain capacity to do what your mind and better judgement dictate. Always do what you feel is right.

Here is a quick list of the key words for survival. With them you can't lose, and without them life can seem quite unbearable at times. Review them, it's for your own good.

| | | |
|---|---|---|
| Acceptance | Converse | Power |
| Calm | Diligence | Pride |
| Change | Knowledge | Restraint |
| Compassion | Love | Success |
| Compromise | Moderation | Sympathy |
| Concern | Objectivity | Understanding |
| Confidence | Perseverence | Will Power |

## CHAPTER V

## PROJECTING YOURSELF

In order to project yourself in a more positive and meaningful manner, you should pay special attention to the following:

--Good Grooming and Health Habits

--The Way You Dress

--The Manner In Which You Speak

--Your Personal Actions and Deeds

Let's look at each of these areas independently.

### Good Grooming and Health Habits

Good grooming means that you care about your body and the way that it looks. After all, the way you look and dress reflects a good deal about your personality. In this respect, it is necessary to concentrate on those areas of your body which will come under close scrutiny by the persons with whom you interact on a daily basis.

Your hair should always be kept well combed and orderly. Try to avoid rubbing or plying it with greasy oils and creams. The natural look is in. Your skin should be clean at all times. This is especially true of your hands and face. If needed, use any skin conditioner which will take away any flaking or dryness. Your teeth should always be kept clean and bright. Keeping them in good repair is vital to both good health and personal appearance. Try to keep your breath smelling fresh. This is important if you smoke. Fingernails should be uniformly trimmed. They should be kept clean at all times.

The Way You Dress

The way you dress tells a good deal about your personality. There are three vital points critical to this area. The first is that your dress in clothes which are comfortable, appealing, and suitable to your needs as well as desires. Second, you should dress properly for whatever the occasion demands. Third, you should always present a neat and clean appearance.

Let's look at these three points one at a time.

Don't let others dictate what you should wear. If you feel comfortable in short sleeve blouses or shirts versus the long sleeve type. then wear them. If you feel better dressed in loose fitting clothes rather than in tight fitting ones, then do so. If you prefer certain colors of fabric over others, then wear those colors. If your budget calls for less expensive clothes than you would like to wear, then purchase such clothes. It isn't that important what you pay for your clothes. What matters is that everything is clean and well kept.

Try to always dress for the occasion. One may not always agree with what is called for, but quite often it may be to one's advantage to comply. For instance, it would be extremely inappropriate to go for a job interview in a pair of dirty jeans and torn sneakers. Or how about attending a wedding reception wearing cutoff shorts, open sandals, and dark sunglasses. These are certainly a couple of extreme examples. However, they do point out the need for having to dress properly.

Remember, the outside impression which you project to the world tells a lot about you. A basically happy and healthy attitude about yourself and others, will be demonstrated in the pride which goes into your grooming and health habits.

When you're perfectly attired from head to toe, people will find you attractive and appealing. They will only know that you're nice to look at and be with.

Therefore, you should always be conscious of these areas which constitute your personal being. All of these things make up the real you.

The Manner In Which You Speak

This is indeed a very crucial area. The way you speak, the tone of your voice, and what you say can reveal a great deal about your character and personality. With it you can turn people on and just as easily turn them off.

By listening to someome speak it is sometimes possible to determine the following:

--If a person is well educated or has a poor educational background.

--If a person is happy, depressed, or angry.

--If a person is of questionable character.

--What a person's interests are.

--A person's sincerity or lack thereof.

However, you have to be honest with yourself and take into consideration that people are listening for cues in your speech patterns as well.

Speech Recommendations

Try to always use good vocabulary. Keep from inundating your conversations with slang expressions and/or improper usage. If you have to, procure vocabulary improvement lists and study them. A few minutes a day should be sufficient.

Learn to carefully measure your words. Try not to hurt others by what you say. At times, words can be just as sharp as a double-edged knife.

If for some reason you really can't be honest or sincere with someone, then it's better not to say anything at all.

Learn to pick up on what people say. Look for key words and phrases. If a person sounds angry, then try to tone down the conversation. Try to make him or her feel at ease. Be selective in your use of words. If the person sounds happy then share their enjoyment with them, be happy yourself. If a person sounds depressed and troubled, then try and help him. Let him tell you what is bothering him. But, do this only if they desire to do so. In all cases, listen closely. Listen and try to understand. Understanding is truly the key to communicating.

Your Personal Actions and Deeds

The biggest indicator of our personality is the way in which we act and in the things we do. If we are generally in good spirit and demonstrate a healthy attitude, then people will be glad to share their company with us. On the other hand, if we tend to be moody and react unfavorably toward everyone around us, then we will only be serving to encourage others to isolate us and thus to shun our company.

What you do is an expression of how you feel! If you do good things you will be treated nice. If you do things which are considered inappropriate or in poor taste you will be treated accordingly. As you can well imagine, this in itself can leave much to be desired.

Stop and think about it for a moment.

Are you happy with most of the things which you do? _____

Do you often hurt others by your actions? _____

Do friends and relatives consider you to be friendly and polite? _____

Can you honestly say that you have many true friends? _____

Are you invited out by your friends on a relatively regular basis? _____

Are you often praised for the good things which you do? _____

Do you feel well liked by others? _____

After having considered the above questions, take those which were hardest for you to answer aside and carefully analyze them one at a time.

Having done this, take pencil and paper in hand and write down how you feel so that corrections can be made. You'll be amazed at the difference which pencil and paper will make in a situation such as this. If need be, use the lines provided below.

Now you should have a better understanding of what it is that you do which is unacceptable to others and why. You also have a way to change these things. It's all in what you wrote.

## CHAPTER VI

## FORMULAS FOR LIVING

Just as everything in the universe and in our world must have order, so must our lives. To this end we should continually remind ourselves that we will succeed in daily living if we just take time out to do so in a positive and productive manner.

What is a formula for living? When do we use it? How can such a formula for living help me?

Very simply stated, a formula for living is a group of words arranged in such a manner that they will serve to provide you with meaning, insight, belief, and inspiration. They should motivate one toward success and personal development.

Everyone will have his or her own formulas for living. This is because everyone has different needs. The following are just a couple of formulas for living which the author of this text uses for his own satisfaction and self-fulfillment. Feel free to use them as well.

I say this in the morning:

"It is the beginning of a new day. I am alive. I am healthy. I am full of energy and power. I can succeed at anything I try. Things are constantly getting better."

This I say in the evening:

"I have lived another day. I have done good for myself as well as for others. Tomorrow and the day after I will do even more. My strength is limitless."

I say this when in trouble:

"During this period of anxiety and stress I will remain calm and responsible in all my actions. The words defeat and helplessness have long ago been erased from my mind. I will fear nothing that I cannot adequately perceive or understand."

On the following lines write your own formula for living.

_____

_____

_____

_____

_____

As you can see by the examples given, these formulas for living can be used at any time during the day. They need not be long or complicated and they can help you immensely.

## CHAPTER VII

## SITUATIONS TO AVOID

Avoid being selected as a judge to settle disputes. Especially among friends and neighbors.
Reason - You can never please everyone! Never!

Avoid being forced to speak and act whenever angry.
Reason - Angry words and actions are slowly forgotten.

Avoid playing around with the feelings of others.
Reason - Feelings are very precious and can easily be shattered.

Avoid having to tell lies.
Reason - Nobody likes a liar.

Avoid making promises. Especially those which you cannot keep.
Reason - Why encourage a dependency upon yourself by others which you cannot fulfill.

Avoid borrowing that which you cannot repay.
Reason - Bad debts make for a quick loss of friends.

Avoid prying into the private lives of others.
Reason - If people want you to know their business, they will tell you themselves.

Avoid placing yourself in the position of judging others.
Reason - Everyone is entitled to his or her own opinions, ideas, and way of being.

Avoid putting on airs.
Reason - Nobody really likes a showoff. Think about it!

Avoid having to speak badly about others.
Reason - If you can't say anything nice about someone, then why say anything at all.

Avoid acquiring bad habits such as drinking, smoking, drugs, cursing, etc.
Reason - Bad habits only tend to set us back in our ways and development.

Avoid the company of those whose character is questionable.
Reason - Too often we are judged by the people we associate with.

If you can avoid all or most of the aforementioned situations, then you will see how your relationship with your family, friends, and peers will improve.

Nobody is perfect and most persons cannot avoid all of the above. But, if you try, you can at least say that you have been more than fair and honest with yourself.

## CHAPTER VIII

## QUOTES TO REMEMBER

Sometimes in our life each and every one of us must search for words or ideas which can help us to better understand what is going on around us, or why we feel the way we do regarding a given situation.

After all, how often haven't we found ourselves left speechless without the right words to say. How many times haven't we drawn a blank and not come up with any viable idea concerning the subject at hand.

Well, man being the adaptable creature that he is has learned to cope with this problem. For there are scores upon scores of texts which are jam packed with quotes which can be referred to that would serve to satisfy this need.

Such is the following list of quotes which can help you to think out or speak about any or most subjects. We sincerely feel that they can help you efficiently tackle most subjects. They will in fact definitely lead you to better awareness and more understanding.

## QUOTES TO REMEMBER

"The wise reject all extremes."

"If you would take, you must first give, this is the beginning of intelligence."

"Pitiful is the one who fearing failure, makes no beginning."

"Perfection is an imperfection."

"He who raises himself on tiptoe cannot for long remain steady."

"It is better to be small and shine than to be great and cast a shadow."

"The most inflammable kind of wood is the chip on the shoulder."

"No man is a failure who is enjoying life."

"Some men make difficulties; difficulties make some men."

"The greatest remedy for anger is delay."

"Your opinion of the world is chiefly your opinion of yourself."

"There is no better exercise for the heart than reaching down and lifting somebody up."

"A man never knows what he can do until he tries to undo what he has done."

"Do something every day to make other people happy; even if it's to let 'em alone."

"Some people are lonely because they build walls instead of bridges."

"A person all wrapped up in himself generally makes a pretty small package."

"The three essentials of happiness are: something to do; someone to love; and something to hope for."

"Anyone who angers you conquers you."

"Personality is to a man what perfume is to a flower."

## SUMMARY

At this point in time, you should have already finished reading this manual and you should be quite familiar with the information contained herein.

You should have a pretty fair understanding of what is meant by "personality". Therefore, what you are, what you see yourself as being, as well as what others do, should be reasonably clear by now.

If you haven't taken the time to learn or practice the exercises in this manual, please go back and review them. You should also retake the Personal Inventory Profile once again and the results should be better.

Putting it in simple terms, you should now have good information and techniques on how to improve your personality.

## EVALUATION

On the following lines, please write a few sentences expressing your opinion and ideas about this manual. Take into consideration these questions:

--Did it meet your needs?

--Was it complete?

--Was it well organized?

--Was it easy to follow and to understand?

--Did you basically agree with the Personal Profile?

--Were the relaxation exercises good for you?

Please send this sheet to Delmar Publishers.

SUPPLEMENTARY SECTIONS (A-E)

# VITAMINS

## Supplementary Section A

Vitamins are divided into two classes. The fat-soluble vitamins, such are vitamins A, D, E and K, and the water-soluble vitamins that include the B vitamins and vitamin C. Fat-soluble vitamins are accumulated in the fatty parts of the body and are not rapidly cleared by the body. Water-soluble vitamins on the other hand, are not retained by the body for long periods of time. This being the case, one then has to consider taking vitamin supplements in order to satisfy body needs. Not only must we be concerned with the water-soluble vitamins, but we must also remember that although most foods contain vitamins, much of them are lost when the food is cooked.

Vitamin A - U.S. Adult RDA: 5,000 I.U./day

Is required for the growth and repair of all cell membranes. Maintains the health of the eyes, skin and reproductive system. Is essential for protein metabolism in the liver.

Vitamin D - U.S. Adult RDA: 400 I.U./day

Is required for proper growth and repair of bones. Aids in hardening teeth as well as bones.

Vitamin E - U.S. Adult RDA: 30 I.U./day

Is essential for normal growth patterns. Is needed for the proper digestion of fats. Aids in the functioning of the circulatory, nervous, digestive, and respiratory systems.

Vitamin K - U.S. Adult RDA: None

Aids in the clotting of blood. Is also required for energy metabolism and respiration.

Vitamin B-1 - U.S. Adult RDA: 1.5 mg/day

Is an important co-enzyme for all cells. It helps maintain the health of nerves, heart, muscle, and digestive tissue. It promotes proper body growth and repair.

Vitamin C - U.S. Adult RDA: 60 mg/day

Regulates amino acid metabolism. It assists in the formation of bones, teeth and cartilage. Stimulates the production of infection - fighting white blood cells.

In the B group, there is also B-2, B-3, B-6, B-12, Folic Acid (B Complex), Pantothenic Acid (B Complex), Biotin (B Complex), and Choline (B Complex).

Common Terms to Know

mg. - milligram; one-thousandth of a gram; 0.000035 ounces.

RDA - Recommended Dietary Allowances are those amounts of substances published by the Food and Nutrition Board of the National Research Council which are estimated to be needed for the maintenance of good nutrition and health of normal persons living in the U.S. under usual living conditions.

I.U. - International Unit

## SUPPLEMENTARY SECTION B

## WEIGHT TABLES FOR PROPER HEALTH

### MALE (Regardless of Age)

| Height (inches) | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Weight (pounds) Minimum | 100 | 102 | 103 | 104 | 105 | 106 | 107 | 111 | 115 | 119 | 123 | 127 | 131 | 135 | 139 | 143 | 147 | 151 | 153 | 159 | 166 |
| Maximum | 141 | 146 | 150 | 155 | 160 | 165 | 170 | 176 | 181 | 186 | 192 | 197 | 203 | 208 | 214 | 220 | 226 | 232 | 238 | 244 | 250 |

### WOMEN (Regardless of Age)

| Height (inches) | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Weight (pounds) Minimum | 90 | 92 | 94 | 96 | 98 | 100 | 102 | 104 | 106 | 109 | 112 | 115 | 118 | 122 | 125 |
| Maximum | 113 | 117 | 121 | 125 | 130 | 134 | 138 | 142 | 147 | 151 | 156 | 160 | 165 | 170 | 175 |

NOTE: Height and weight data do not include allowances for shoes and other clothing.

## PROPER INTRODUCTIONS

Supplementary Section C

Introducing a man to another man --

"Mr. Smith, Mr. Jones."
"Mr. Smith, this is Mr. Jones."
"Mr. Smith, this is Mr. Jones who is in charge of production."

If the two men you are introducing are your friends, you can say --

"Bill, this is Roger Jones...Bill Smith."

When introducing a man to a woman, always give the lady's name first --

"Miss Parker, Mr. Davis."
"Miss Parker, this is Mr. Davis."
"Miss Parker, this is Mr. Davis, our Service Manager."

If the man and woman are your friends, you can say --

"Mary, this is Phil Davis...Mary Parker."

At your place of employment, if introducing a new employee to co-workers --

"This is Miss Helen Dunn, who will be joining our advertising staff...Miss Morgan, our Senior Secretary."

"This is Miss Kim McConnell, who will be on our payroll staff."

When introducing your wife or husband, don't say --

"This is the missus", "this is my better half", "meet my old man/lady".

Give your wife's name first --

"Martha, this is Mr. Coombe...my wife."

NOTES:

--Never call your boss by his/her first name if an outsider is present.

--Always stand when introduced.

--Always shake hands with a man.

--Shake hands with a woman only if she extends her hand first. Some women don't believe in shaking hands.

--Never shake hands with your left hand. If you have a package in your right hand, first switch it to your left or put it down.

--Never call someone by using terms such as:

Hey! Hey you!

--Don't whistle, snap your fingers or make other noises to get someone's attention.

## COMMON ETIQUETTE

Supplementary Section D

--Always use the golden words Please and Thank You.

--It is still a good practice for men to hold doors for women.

--Learn the names of other people around you and how to pronounce them.

--Respect the freedom, rights, property and privacy of others.

--Never interrupt the conversation of others.

--Remember that other individuals are entitled to their own opinons.

--Always give others due credit for their work and effort.

--Always offer a friendly greeting to others such as "Good morning, Good afternoon, and/or Good evening".

--If you should cough or sneeze around others, always excuse yourself.

--Don't speak with food in your mouth.

--Don't speak to someone on the telephone while you are eating or drinking.

--Don't smoke around non-smokers.

--Don't blow smoke in someone else's face.

--Always be on time for an appointment. Don't keep others waiting.

--Keep from listening to and spreading racial and/or ethnic jokes.

## SPEECH PATTERNS TO AVOID

Supplementary Section E

--Didjeet? - Did you eat?

--tahday - today

--tweny - twenty

--gonna - going to

--wanna - do you want to

--Hey! - excuse me/or call person by name

--gotcha - I have you now

--yeah - yes

--pacifically - specifically

--nope or nah - no

--sure nuf - sure enough

--Whatcha doin? - What are you doing?

--I ain't - I am not

--youse - all of you

--gimme - give me

--I runoh/dunno - I don't know

--I gotta - I have to

--It's mines - It's mine

NOTE: Here we stop because the list can go on, and on, and on....